TASK ORDER # 4

TECHNICAL DIRECTIVE #61

To: Abi Gaines, Program Manager, Task Manager, SRA (via email)

From: Gina Cerasani, TOCOR

CC: Terry Fenton, Kathryn Barton, Jeanne Briskin, Patrice Cunningham, Ellie

Tonkin, Dean Tagliaferro

RE: Authorization to support GE – Pittsfield/Housatonic Superfund Site 2018

work under Contract #EP W 14 020, Task Order #4

Date: April 12, 2018

Site ID No: 0167

In accordance with the above-referenced Task Order and SRA's associated workplan, SRA is authorized to provide ADR services concerning the project known as the **GE** – **Pittsfield/Housatonic Superfund Site 2018**, as described below. This Technical Directive is distinct from TO 39, which provides for the facilitation of stakeholder input through the Citizens Coordinating Council. SRA is authorized to spend up to **46** hours (approximately **40 practitioner hours** and **6 SRA management hours**) including travel, on this project, and to be reimbursed for direct expenses.

Technical Directive Period of Performance: April 12, 2018 – June 29, 2018

Background: The comprehensive remediation and restoration of the GE-Pittsfield/Housatonic River Site is being performed pursuant to a court-ordered Consent Decree. The parties to the Decree include EPA, the U.S. Department of Justice, the Commonwealth of Massachusetts' Attorney General's Office, Executive Office of Environmental Affairs, and Department of Environmental Protection, the State of Connecticut's Attorney General's Office and Department of Environmental Protection, the U.S. Department of Interior, the National Oceanic and Atmospheric Administration, the City of Pittsfield ("City"), the Pittsfield Economic Development Authority ("PEDA"), and the General Electric Company. The Decree was approved by the U.S. District Court on October 27, 2000.

Pursuant to the Consent Decree, GE has an opportunity to seek mediation, regarding matters under the Decree. GE has requested and EPA has agreed that mediation would be fruitful for the Rest of River portion of the cleanup. The RCRA Permit modification, which selects the Rest of River remedy, is a balance of excavation, capping and Monitored Natural Recovery in a river/floodplain/backwaters system of the Housatonic River that has been contaminated by PCBs, disposal of any excavated material and

additional permit requirements. GE and EPA believe mediation of issues related to the Rest of River RCRA permit modification could benefit from mediation.

Assistance Needed: EPA and the General Electric Company are interested in mediating issues related to Rest of River RCRA Permit Modification. After EPA issued its RCRA permit modification, GE, and four other entities appealed the Permit Modification to EPA's Environmental Appeals Board (the EAB). The States of Massachusetts and Connecticut and the City of Pittsfield are also interested parties to the appeals. The EAB upheld a majority of the Permit Modification, but remanded two components to EPA for further consideration. The Region has a very strong interest in working with a mediator to assess the feasibility of resolving issues related to the Permit Modification through mediation. Region 1 is seeking a neutral third party to assess the potential to mediate the Rest of River cleanup dispute, including reviewing relevant documents as requested by the parties, clarifying the nature of the dispute, facilitating joint and private sessions with the parties, preserving the parties' confidentiality, and generally assisting the parties in whatever ways the mediator and parties agree are appropriate to advance the matter.

<u>Preferred Qualifications:</u> The ECCR professional should have substantial experience mediating high-stakes disputes among federal and state governments and major corporate interests, involving complex legal and technical issues. Further the mediator must be acceptable to the necessary participants.

| X | Consultation and review of case files to identify and develop activities |
|---|--|
| | appropriate for ADR use; |
| X | Identification of appropriate ADR professionals for support of parties' long- |
| | term resolution efforts; |
| | Conflict and/or situation analysis; |
| | Convening appropriate parties; |
| X | Design of appropriate processes or interventions (including related agendas); |
| | Facilitation or mediation of sessions or meetings; |
| | Mediation of disputes and provision of other ADR services; |
| X | Contact with parties before or after meetings or sessions; |
| | Synthesis of issues, fact sheets, informational materials; |
| | Logistics related to ADR processes (including securing meeting rooms, |
| | audiovisual equipment, distributing invitations to participants, and provision |
| | of other services necessary to accomplish the agenda); |
| | Coaching parties in conflict management, dispute resolution or consensus |
| | building skills; and/or |
| | Other (please specify) – Services related to conduct of an allocation of |
| | responsibility for site-related costs. |

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MC – OSRR7-4

TASK ORDER # 4

TECHNICAL DIRECTIVE #61 V2

To: Abi Gaines, Program Manager, Task Manager, SRA (via email)

From: Gina Cerasani, TOCOR

CC: Terry Fenton, Kathryn Barton, Jeanne Briskin, Patrice Cunningham, Ellie

Tonkin, Dean Tagliaferro

RE: Authorization to support GE – Pittsfield/Housatonic Superfund Site 2018

work under Contract #EP W 14 020, Task Order #4

Date: June 26, 2018

Site ID No: 0167

In accordance with the above-referenced Task Order and SRA's associated workplan, SRA is authorized to provide ADR services concerning the project known as the GE – Pittsfield/Housatonic Superfund Site 2018, as described below. This Technical Directive is distinct from TO 39, which provides for the facilitation of stakeholder input through the Citizens Coordinating Council. SRA is authorized to spend up to or 88 hours (approximately 80 practitioner hours and 8 SRA management hours) including travel, on this project, and to be reimbursed for direct expenses. This modification increases the level of effort by 42 hours (40 practitioner hours and 2 SRA management hours), adds in funding, and extends the period of performance.

Technical Directive Period of Performance: April 12, 2018 – August 31, 2018

Background: The comprehensive remediation and restoration of the GE-Pittsfield/Housatonic River Site is being performed pursuant to a court-ordered Consent Decree. The parties to the Decree include EPA, the U.S. Department of Justice, the Commonwealth of Massachusetts' Attorney General's Office, Executive Office of Environmental Affairs, and Department of Environmental Protection, the State of Connecticut's Attorney General's Office and Department of Environmental Protection, the U.S. Department of Interior, the National Oceanic and Atmospheric Administration, the City of Pittsfield ("City"), the Pittsfield Economic Development Authority ("PEDA"), and the General Electric Company. The Decree was approved by the U.S. District Court on October 27, 2000.

Pursuant to the Consent Decree, GE has an opportunity to seek mediation, regarding matters under the Decree. GE has requested and EPA has agreed that mediation would be fruitful for the Rest of River portion of the cleanup. The RCRA Permit modification, which selects the Rest of River remedy, is a balance of excavation, capping and Monitored Natural Recovery in a river/floodplain/backwaters system of the Housatonic

River that has been contaminated by PCBs, disposal of any excavated material and additional permit requirements. GE and EPA believe mediation of issues related to the Rest of River RCRA permit modification could benefit from mediation.

Assistance Needed: EPA and the General Electric Company are interested in mediating issues related to Rest of River RCRA Permit Modification. After EPA issued its RCRA permit modification, GE, and four other entities appealed the Permit Modification to EPA's Environmental Appeals Board (the EAB). The States of Massachusetts and Connecticut and the City of Pittsfield are also interested parties to the appeals. The EAB upheld a majority of the Permit Modification, but remanded two components to EPA for further consideration. The Region has a very strong interest in working with a mediator to assess the feasibility of resolving issues related to the Permit Modification through mediation. Region 1 is seeking a neutral third party to assess the potential to mediate the Rest of River cleanup dispute, including reviewing relevant documents as requested by the parties, clarifying the nature of the dispute, facilitating joint and private sessions with the parties, preserving the parties' confidentiality, and generally assisting the parties in whatever ways the mediator and parties agree are appropriate to advance the matter.

<u>Preferred Qualifications:</u> The ECCR professional should have substantial experience mediating high-stakes disputes among federal and state governments and major corporate interests, involving complex legal and technical issues. Further the mediator must be acceptable to the necessary participants.

| Consultation and review of case files to identify and develop activities |
|--|
| appropriate for ADR use; |
| Identification of appropriate ADR professionals for support of parties' long- |
| term resolution efforts; |
| Conflict and/or situation analysis; |
| Convening appropriate parties; |
| Design of appropriate processes or interventions (including related agendas); |
| Facilitation or mediation of sessions or meetings; |
| Mediation of disputes and provision of other ADR services; |
| Contact with parties before or after meetings or sessions; |
| Synthesis of issues, fact sheets, informational materials; |
| Logistics related to ADR processes (including securing meeting rooms, |
| audiovisual equipment, distributing invitations to participants, and provision |
| of other services necessary to accomplish the agenda); |
| Coaching parties in conflict management, dispute resolution or consensus |
| building skills; and/or |
| Other (please specify) – Services related to conduct of an allocation of |
| responsibility for site-related costs. |
| |

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TASK ORDER # 4

TECHNICAL DIRECTIVE #61 V3

To: Abi Gaines, Program Manager, Task Manager, SRA (via email)

From: Gina Cerasani, TOCOR

CC: Terry Fenton, Jeanne Briskin, Patrice Cunningham, Ellie Tonkin, Dean

Tagliaferro

RE: Authorization to support GE – Pittsfield/Housatonic Superfund Site 2018

work under Contract #EP W 14 020, Task Order #4

Date: August 21, 2018

Site ID No: 0167

In accordance with the above-referenced Task Order and SRA's associated workplan, SRA is authorized to provide ADR services concerning the project known as the **GE** – **Pittsfield/Housatonic Superfund Site 2018**, as described below. This Technical Directive is distinct from TO 39, which provides for the facilitation of stakeholder input through the Citizens Coordinating Council. SRA is authorized to spend up to **88** hours (approximately **80 practitioner hours** and **8 SRA management hours**) including travel, on this project, and to be reimbursed for direct expenses. This modification extends the period of performance at no cost.

<u>Technical Directive Period of Performance</u>: April 12, 2018 – October 31, 2018

<u>Background:</u> The comprehensive remediation and restoration of the GE-Pittsfield/Housatonic River Site is being performed pursuant to a court-ordered Consent Decree. The parties to the Decree include EPA, the U.S. Department of Justice, the Commonwealth of Massachusetts' Attorney General's Office, Executive Office of Environmental Affairs, and Department of Environmental Protection, the State of Connecticut's Attorney General's Office and Department of Environmental Protection, the U.S. Department of Interior, the National Oceanic and Atmospheric Administration, the City of Pittsfield ("City"), the Pittsfield Economic Development Authority ("PEDA"), and the General Electric Company. The Decree was approved by the U.S. District Court on October 27, 2000.

Pursuant to the Consent Decree, GE has an opportunity to seek mediation, regarding matters under the Decree. GE has requested and EPA has agreed that mediation would be fruitful for the Rest of River portion of the cleanup. The RCRA Permit modification, which selects the Rest of River remedy, is a balance of excavation, capping and Monitored Natural Recovery in a river/floodplain/backwaters system of the Housatonic River that has been contaminated by PCBs, disposal of any excavated material and

additional permit requirements. GE and EPA believe mediation of issues related to the Rest of River RCRA permit modification could benefit from mediation.

Assistance Needed: EPA and the General Electric Company are interested in mediating issues related to Rest of River RCRA Permit Modification. After EPA issued its RCRA permit modification, GE, and four other entities appealed the Permit Modification to EPA's Environmental Appeals Board (the EAB). The States of Massachusetts and Connecticut and the City of Pittsfield are also interested parties to the appeals. The EAB upheld a majority of the Permit Modification, but remanded two components to EPA for further consideration. The Region has a very strong interest in working with a mediator to assess the feasibility of resolving issues related to the Permit Modification through mediation. Region 1 is seeking a neutral third party to assess the potential to mediate the Rest of River cleanup dispute, including reviewing relevant documents as requested by the parties, clarifying the nature of the dispute, facilitating joint and private sessions with the parties, preserving the parties' confidentiality, and generally assisting the parties in whatever ways the mediator and parties agree are appropriate to advance the matter.

<u>Preferred Qualifications:</u> The ECCR professional should have substantial experience mediating high-stakes disputes among federal and state governments and major corporate interests, involving complex legal and technical issues. Further the mediator must be acceptable to the necessary participants.

| X | Consultation and review of case files to identify and develop activities |
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| | appropriate for ADR use; |
| X | Identification of appropriate ADR professionals for support of parties' long- |
| | term resolution efforts; |
| | Conflict and/or situation analysis; |
| | Convening appropriate parties; |
| X | Design of appropriate processes or interventions (including related agendas); |
| | Facilitation or mediation of sessions or meetings; |
| | Mediation of disputes and provision of other ADR services; |
| X | Contact with parties before or after meetings or sessions; |
| | Synthesis of issues, fact sheets, informational materials; |
| | Logistics related to ADR processes (including securing meeting rooms, |
| | audiovisual equipment, distributing invitations to participants, and provision |
| | of other services necessary to accomplish the agenda); |
| | Coaching parties in conflict management, dispute resolution or consensus |
| | building skills; and/or |
| | Other (please specify) – Services related to conduct of an allocation of |
| | responsibility for site-related costs. |

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TASK ORDER # 4

TECHNICAL DIRECTIVE #61 V4

To: Caitlin Ellsworth, Program Manager, Task Manager, SRA (via email)

From: Gina Cerasani, TOCOR

CC: Terry Fenton, Jeanne Briskin, Patrice Cunningham, Ellie Tonkin, Dean

Tagliaferro

RE: Authorization to support GE – Pittsfield/Housatonic Superfund Site 2018

work under Contract #EP W 14 020, Task Order #4

Date: November 5, 2018

Site ID No: 0167

In accordance with the above-referenced Task Order and SRA's associated workplan, SRA is authorized to provide ADR services concerning the project known as the **GE** – **Pittsfield/Housatonic Superfund Site 2018**, as described below. This Technical Directive is distinct from TO 39, which provides for the facilitation of stakeholder input through the Citizens Coordinating Council. SRA is authorized to spend up to **122** hours (approximately **114 practitioner hours** and **8 SRA management hours**) including travel, on this project, and to be reimbursed for direct expenses. This modification adds 34 practitioner hours or and a stends the period of performance.

Technical Directive Period of Performance: April 12, 2018 – January 15, 2019

Background: The comprehensive remediation and restoration of the GE-Pittsfield/Housatonic River Site is being performed pursuant to a court-ordered Consent Decree. The parties to the Decree include EPA, the U.S. Department of Justice, the Commonwealth of Massachusetts' Attorney General's Office, Executive Office of Environmental Affairs, and Department of Environmental Protection, the State of Connecticut's Attorney General's Office and Department of Environmental Protection, the U.S. Department of Interior, the National Oceanic and Atmospheric Administration, the City of Pittsfield ("City"), the Pittsfield Economic Development Authority ("PEDA"), and the General Electric Company. The Decree was approved by the U.S. District Court on October 27, 2000.

Pursuant to the Consent Decree, GE has an opportunity to seek mediation, regarding matters under the Decree. GE has requested and EPA has agreed that mediation would be fruitful for the Rest of River portion of the cleanup. The RCRA Permit modification, which selects the Rest of River remedy, is a balance of excavation, capping and Monitored Natural Recovery in a river/floodplain/backwaters system of the Housatonic

River that has been contaminated by PCBs, disposal of any excavated material and additional permit requirements. GE and EPA believe mediation of issues related to the Rest of River RCRA permit modification could benefit from mediation.

Assistance Needed: EPA and the General Electric Company are interested in mediating issues related to Rest of River RCRA Permit Modification. After EPA issued its RCRA permit modification, GE, and four other entities appealed the Permit Modification to EPA's Environmental Appeals Board (the EAB). The States of Massachusetts and Connecticut and the City of Pittsfield are also interested parties to the appeals. The EAB upheld a majority of the Permit Modification, but remanded two components to EPA for further consideration. The Region has a very strong interest in working with a mediator to assess the feasibility of resolving issues related to the Permit Modification through mediation. Region 1 is seeking a neutral third party to assess the potential to mediate the Rest of River cleanup dispute, including reviewing relevant documents as requested by the parties, clarifying the nature of the dispute, facilitating joint and private sessions with the parties, preserving the parties' confidentiality, and generally assisting the parties in whatever ways the mediator and parties agree are appropriate to advance the matter.

<u>Preferred Qualifications:</u> The ECCR professional should have substantial experience mediating high-stakes disputes among federal and state governments and major corporate interests, involving complex legal and technical issues. Further the mediator must be acceptable to the necessary participants.

| Consultation and review of case files to identify and develop activities |
|--|
| appropriate for ADR use; |
| Identification of appropriate ADR professionals for support of parties' long- |
| term resolution efforts; |
| Conflict and/or situation analysis; |
| Convening appropriate parties; |
| Design of appropriate processes or interventions (including related agendas); |
| Facilitation or mediation of sessions or meetings; |
| Mediation of disputes and provision of other ADR services; |
| Contact with parties before or after meetings or sessions; |
| Synthesis of issues, fact sheets, informational materials; |
| Logistics related to ADR processes (including securing meeting rooms, |
| audiovisual equipment, distributing invitations to participants, and provision |
| of other services necessary to accomplish the agenda); |
| Coaching parties in conflict management, dispute resolution or consensus |
| building skills; and/or |
| Other (please specify) – Services related to conduct of an allocation of |
| responsibility for site-related costs. |
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TASK ORDER # 4

TECHNICAL DIRECTIVE # 61 V5

To: Caitlin Ellsworth, Program Manager, Task Manager, SRA (via email)

From: Gina Cerasani, TOCOR

CC: Terry Fenton, Jeanne Briskin, Patrice Cunningham, Ellie Tonkin, Dean

Tagliaferro

RE: Authorization to support GE – Pittsfield/Housatonic Superfund Site 2018

work under Contract #EP W 14 020, Task Order #4

Date: January 31, 2019

Site ID No: 0167

In accordance with the above-referenced Task Order and SRA's associated workplan, SRA is authorized to provide ADR services concerning the project known as the **GE** – **Pittsfield/Housatonic Superfund Site 2018**, as described below. This Technical Directive is distinct from TO 39, which provides for the facilitation of stakeholder input through the Citizens Coordinating Council. SRA is authorized to spend up to **122** hours (approximately **114 practitioner hours** and **8 SRA management hours**) including travel, on this project, and to be reimbursed for direct expenses. This modification extends the period of performance.

Technical Directive Period of Performance: April 12, 2018 – April 19, 2019

<u>Background:</u> The comprehensive remediation and restoration of the GE-Pittsfield/Housatonic River Site is being performed pursuant to a court-ordered Consent Decree. The parties to the Decree include EPA, the U.S. Department of Justice, the Commonwealth of Massachusetts' Attorney General's Office, Executive Office of Environmental Affairs, and Department of Environmental Protection, the State of Connecticut's Attorney General's Office and Department of Environmental Protection, the U.S. Department of Interior, the National Oceanic and Atmospheric Administration, the City of Pittsfield ("City"), the Pittsfield Economic Development Authority ("PEDA"), and the General Electric Company. The Decree was approved by the U.S. District Court on October 27, 2000.

Pursuant to the Consent Decree, GE has an opportunity to seek mediation, regarding matters under the Decree. GE has requested and EPA has agreed that mediation would be fruitful for the Rest of River portion of the cleanup. The RCRA Permit modification, which selects the Rest of River remedy, is a balance of excavation, capping and Monitored Natural Recovery in a river/floodplain/backwaters system of the Housatonic River that has been contaminated by PCBs, disposal of any excavated material and

additional permit requirements. GE and EPA believe mediation of issues related to the Rest of River RCRA permit modification could benefit from mediation.

Assistance Needed: EPA and the General Electric Company are interested in mediating issues related to Rest of River RCRA Permit Modification. After EPA issued its RCRA permit modification, GE, and four other entities appealed the Permit Modification to EPA's Environmental Appeals Board (the EAB). The States of Massachusetts and Connecticut and the City of Pittsfield are also interested parties to the appeals. The EAB upheld a majority of the Permit Modification, but remanded two components to EPA for further consideration. The Region has a very strong interest in working with a mediator to assess the feasibility of resolving issues related to the Permit Modification through mediation. Region 1 is seeking a neutral third party to assess the potential to mediate the Rest of River cleanup dispute, including reviewing relevant documents as requested by the parties, clarifying the nature of the dispute, facilitating joint and private sessions with the parties, preserving the parties' confidentiality, and generally assisting the parties in whatever ways the mediator and parties agree are appropriate to advance the matter.

<u>Preferred Qualifications:</u> The ECCR professional should have substantial experience mediating high-stakes disputes among federal and state governments and major corporate interests, involving complex legal and technical issues. Further the mediator must be acceptable to the necessary participants.

| X | Consultation and review of case files to identify and develop activities |
|---|--|
| | appropriate for ADR use; |
| X | Identification of appropriate ADR professionals for support of parties' long- |
| | term resolution efforts; |
| | Conflict and/or situation analysis; |
| | Convening appropriate parties; |
| X | Design of appropriate processes or interventions (including related agendas); |
| | Facilitation or mediation of sessions or meetings; |
| | Mediation of disputes and provision of other ADR services; |
| X | Contact with parties before or after meetings or sessions; |
| | Synthesis of issues, fact sheets, informational materials; |
| | Logistics related to ADR processes (including securing meeting rooms, |
| | audiovisual equipment, distributing invitations to participants, and provision |
| | of other services necessary to accomplish the agenda); |
| | Coaching parties in conflict management, dispute resolution or consensus |
| | building skills; and/or |
| | Other (please specify) – Services related to conduct of an allocation of |
| | responsibility for site-related costs. |

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TASK ORDER # 4

TECHNICAL DIRECTIVE #61 V6

To: Caitlin Ellsworth, Program Manager, Task Manager, SRA (via email)

From: Gina Cerasani, TOCOR

CC: Terry Fenton, Jeanne Briskin, Patrice Cunningham, Ellie Tonkin, Dean

Tagliaferro

RE: Authorization to support GE – Pittsfield/Housatonic Superfund Site 2018

work under Contract #EP W 14 020, Task Order #4

Date: April 23, 2019

Site ID No: 0167

In accordance with the above-referenced Task Order and SRA's associated workplan, SRA is authorized to provide ADR services concerning the project known as the GE – Pittsfield/Housatonic Superfund Site 2018, as described below. This Technical Directive is distinct from TO 39, which provides for the facilitation of stakeholder input through the Citizens Coordinating Council. SRA is authorized to spend up to or 177 hours (approximately 165 practitioner hours and 12 SRA management hours) including travel, on this project, and to be reimbursed for direct expenses. This modification increases the level of effort, adds in funding, and extends the period of performance.

Technical Directive Period of Performance: April 12, 2018 – June 15, 2019

<u>Background:</u> The comprehensive remediation and restoration of the GE-Pittsfield/Housatonic River Site is being performed pursuant to a court-ordered Consent Decree. The parties to the Decree include EPA, the U.S. Department of Justice, the Commonwealth of Massachusetts' Attorney General's Office, Executive Office of Environmental Affairs, and Department of Environmental Protection, the State of Connecticut's Attorney General's Office and Department of Environmental Protection, the U.S. Department of Interior, the National Oceanic and Atmospheric Administration, the City of Pittsfield ("City"), the Pittsfield Economic Development Authority ("PEDA"), and the General Electric Company. The Decree was approved by the U.S. District Court on October 27, 2000.

Pursuant to the Consent Decree, GE has an opportunity to seek mediation, regarding matters under the Decree. GE has requested and EPA has agreed that mediation would be fruitful for the Rest of River portion of the cleanup. The RCRA Permit modification, which selects the Rest of River remedy, is a balance of excavation, capping and Monitored Natural Recovery in a river/floodplain/backwaters system of the Housatonic

River that has been contaminated by PCBs, disposal of any excavated material and additional permit requirements. GE and EPA believe mediation of issues related to the Rest of River RCRA permit modification could benefit from mediation.

Assistance Needed: EPA and the General Electric Company are interested in mediating issues related to Rest of River RCRA Permit Modification. After EPA issued its RCRA permit modification, GE, and four other entities appealed the Permit Modification to EPA's Environmental Appeals Board (the EAB). The States of Massachusetts and Connecticut and the City of Pittsfield are also interested parties to the appeals. The EAB upheld a majority of the Permit Modification, but remanded two components to EPA for further consideration. The Region has a very strong interest in working with a mediator to assess the feasibility of resolving issues related to the Permit Modification through mediation. Region 1 is seeking a neutral third party to assess the potential to mediate the Rest of River cleanup dispute, including reviewing relevant documents as requested by the parties, clarifying the nature of the dispute, facilitating joint and private sessions with the parties, preserving the parties' confidentiality, and generally assisting the parties in whatever ways the mediator and parties agree are appropriate to advance the matter.

<u>Preferred Qualifications:</u> The ECCR professional should have substantial experience mediating high-stakes disputes among federal and state governments and major corporate interests, involving complex legal and technical issues. Further the mediator must be acceptable to the necessary participants.

| Consultation and review of case files to identify and develop activities |
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| appropriate for ADR use; |
| Identification of appropriate ADR professionals for support of parties' long- |
| term resolution efforts; |
| Conflict and/or situation analysis; |
| Convening appropriate parties; |
| Design of appropriate processes or interventions (including related agendas); |
| Facilitation or mediation of sessions or meetings; |
| Mediation of disputes and provision of other ADR services; |
| Contact with parties before or after meetings or sessions; |
| Synthesis of issues, fact sheets, informational materials; |
| Logistics related to ADR processes (including securing meeting rooms, |
| audiovisual equipment, distributing invitations to participants, and provision |
| of other services necessary to accomplish the agenda); |
| Coaching parties in conflict management, dispute resolution or consensus |
| building skills; and/or |
| Other (please specify) – Services related to conduct of an allocation of |
| responsibility for site-related costs. |
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